



DEPARTMENT OF REAL ESTATE

Examination Announcement

CEA

Career Executive Assignment

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

POSITION ASSISTANT COMMISSIONER, LEGAL POLICY & RECOVERY
CEA - LEVEL 4

LOCATION Sacramento

SALARY \$8426 - \$9287

FINAL FILING DATE October 7, 2004

Duties/Responsibilities

Under the general administrative direction of the Real Estate Commissioner and the Chief Deputy Commissioner, incumbent is responsible for the supervision of the Department's Legal and Recovery Programs; and participates from a legal perspective in the development and education of overall Department policy and programs. This position reports to the Real Estate Commissioner and Chief Deputy Commissioner.

Minimum Qualifications

Membership in the California State Bar is required and;

Applicants must meet the following minimum qualifications by the final filing date, October 7, 2004.

Either

Must be a civil service employee with permanent civil service status;

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990;

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992;

and

Possess the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge areas and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and a manager's role in the Equal Employment Opportunity program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend an effective course of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity (EEO) objectives.

The knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. (Experience may have been paid or volunteer, in State service, other government setting or in a private organization.)

Desirable Qualifications

- Knowledge and understanding of the Real Estate Law, Subdivided Land Act and the Administrative Procedures Act, organization and its programs and policies.
- Knowledge of legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

- Knowledge of the principles of public administration, personnel management and supervision; a manager's role in promoting equal opportunity in hiring, development and promotion of employees and for maintaining a work environment which is free of discrimination and harassment.
- Demonstrated ability to interact effectively both orally and in writing, and cultivate productive working relationships with the Legislature; real estate industry groups and representatives; the media; licensees; complainants; governmental entities; the Attorney General's Office; other attorneys; and the public.
- Demonstrated ability to analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form. Hold hearings and independently present difficult and complex cases in court.
- Demonstrated ability to draft opinions, pleadings, rulings, regulations and legislation.
- Demonstrated leadership, flexibility, and good judgement. The ability to plan, organize and direct the work of a staff of attorneys; and effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment.
- Ability to solve problems, interpret laws and regulations, create new ideas, and develop new approaches to achieve the Department's mission.

Examination Information

The examination process will consist of an application, resume, and statement of qualifications review conducted by an evaluation review committee. The committee will identify those applicants with the qualifications most relevant to the management of the Legal Program activities. Therefore, it is critical that each applicant complete an application/resume and statement of qualifications with specific information on how his/her background, knowledge and abilities meet the minimum and desirable qualifications. Only the most qualified competitors will be invited to interview and reference checks may be conducted. Each candidate will be ranked competitively and notified of his/her results.

Use and Application of Examination Process

The results of this examination will be used solely to fill the position identified on this examination announcement. For more information regarding this exam, contact Michele Walton at (916) 227-0802 or email: michele_walton@dre.ca.gov

Filing Instructions

All interested applicants must submit:

- *A Standard State Application* (Std. 678). Applications (Std. 678) may be obtained from the State Personnel Board's website at: www.spb.ca.gov
- *Statement of Qualifications*. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify them for this position. The Statement should be one but no more than two pages. Listed below are *some* of the factors that will be utilized in the screening process:

Education:

- List degrees obtained and dates received.
- List licenses and certificates and dates received.

Experience:

- Include to/from dates, classification, and employer.
- Supervising and/or managerial experience.
- Specific knowledge of the Department of Real Estate's organization, programs and policies.
- Specific knowledge and understanding of the Legal program, including the recovery account, and related regulations.
- Specific working knowledge of personnel, computer applications, fiscal management, labor relations, EEO policies and practices.
- Number of years of experience planning, developing, and managing a departmental program. This experience should include responsibility for directing staff involved in extensive interpretation and application of government laws, rules, and policies.
- Include names and telephone numbers of at least two references.

Submit application and Statement of Qualifications no later than October 7, 2004 to:

Department of Real Estate
Personnel Office (MW)
P.O. Box 187000
Sacramento, CA 95818-7000
Fax: (916) 227-5320

Applications postmarked, personally delivered or received via interoffice mail after October 7, 2004, will not be accepted. Applications submitted without a Statement of Qualifications will be rejected.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

From TDD Phones: 1-800-735-2929

From Voice Telephones: 1-800-735-2922